



STATE OF IOWA  
MASTER AGREEMENT

MA# 309 CT2935 1  
EFFECTIVE BEGIN DATE: 06-06-2005  
EXPIRATION DATE: 11-30-2005  
PAGE: 1 of 4

BUYER :

PAYMENT TERMS (%): N60 DAYS:

**VENDOR:**

National Cmptr Pearson  
Attn:Accounts Receivable  
PO Box 1416  
Minneapolis, MN 55440  
USA

VENDOR CONTACT: Michael Rettke  
Maple Grove, MN  
No Contact Specified  
PHONE: 615-999-9999 866-268-7013 EXT:  
EMAIL:  
VENDOR #: 41085052704

**DESCRIPTION OF ITEMS CONTRACTED**

Image Clipping Emp Ben Surveys per Bid BD80500S347 attached.

Image Clipping Employer Benefit Surveys for IWD only per Bid BD80500S347 and NCS Response dated May 25, 2005 attached.

**RENEWAL PERIODS REMAINING**

**THRESHOLDS**

MINIMUM ORDER AMOUNT:  
MAXIMUM ORDER AMOUNT:  
NOT TO EXCEED AMOUNT:

As Released by Iowa Workforce Dev.

**AUTHORIZED DEPARTMENT**

309 Workforce Development


Direct all correspondence & billing to:

Paula Nissen, Project Manager  
Iowa Workforce Development  
Community Workforce Research & Dev. Unit  
430 E. Grand Ave  
Des Moines, IA 50309  
ph: 515-281-4896  
Email: paula.nissen@iwd.state.ia.us

**TOTAL** \$0.00

**VENDOR:**

**APPROVED BY:**

 DAS GSE PA111

THIS MA IS SUBJECT TO THE TERMS AND  
CONDITIONS ATTACHED HERETO.  
PLEASE SEE ATTACHMENTS FOR  
FURTHER DESCRIPTIONS.



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST
1	0.00000 2005-06-06	2005-11-30	961  MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED) See Bid BD80500S347 and Vendor's Response dated May 25, 2005 attached.	\$0.000000



**STATE OF IOWA  
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MA# 309 CT2935 1  
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**TERMS AND CONDITIONS**

**Incorporation**

The Request for Proposal no. \_\_\_\_\_ [or bid no. \_\_\_\_\_] and the vendor's proposal in response to the RFP or Bid together with any clarifications, attachments, appendices, or amendments of the State of the Vendor are incorporated into this Contract by reference as if fully set forth in this Contract.

**Remedies upon Default**

In any case where the vendor has failed to deliver or has delivered non-conforming goods and/or services, the State shall provide a cure notice. The notice to cure shall state the maximum length of time the vendor has to cure. If after the time period stated in the notice to cure has passed, the vendor continues to be in default, the State may procure goods and/or services in substitution from another source and charge the difference between the contracted price and the market price to the defaulting vendor. The State's Attorney General shall be requested to make collection from the defaulting vendor.

**Force Majeure-A**

Force majeure includes acts of God, war, civil disturbance and any other causes which are beyond the control and anticipation of the party affected and which, by the exercise of reasonable diligence, the party was unable to anticipate or prevent. These provisions of force majeure also apply to subcontractors or suppliers of the Vendor. Force majeure does not include financial difficulties of the Vendor or any associated company of the Vendor, or claims or court orders that restrict the Vendor's ability to deliver the goods or services contemplated by this Agreement. Neither the Vendor nor the State shall be liable to the other for any delay or failure of performance of this Agreement caused by a force majeure, and not as a result of the fault or negligence of a party.

**Subcontractors**

The successful vendor shall be responsible for all acts and performance of any subcontractor or secondary supplier that the successful vendor may engage for the completion of any contract with the State. A delay that results from a subcontractor's conduct, negligence or failure to perform shall not exempt the vendor from default remedies. The successful vendor shall be responsible for payment to all subcontractors and all other third parties.

**Termination-Non-Appropriation**

Notwithstanding any other provision of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the State to appropriate funds, discontinuance or material alteration of the program for which funds were provided, then the State shall have the right to terminate this contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance or program alteration.

**Immunity of State/Fed Agencies**

The vendor shall defend and hold harmless the State and Federal funding source for the State of Iowa from liability arising from the vendor's performance of this contract and the vendor's activities with subcontracted and all other third parties.

**Assignment**

Vendors may not assign contracts or purchase orders to any party (including financial institutions) without written permission of the General Services Enterprise - Purchasing.

**Anti-Trust Assignment**

For good cause and as consideration for executing this purchase order, the vendor, through its duly authorized agent, conveys, sells, assigns, and transfers to the State of Iowa all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States and the State of Iowa, relating to the particular goods or services purchased or acquired by the State of Iowa pursuant to the using State of Iowa agency.

**Delivery and Acceptance-A**

When an award has been made to a vendor and the purchase order issued, deliveries are to be made in the following manner.

- A. Deliveries - All deliveries are to be made only to the point specified on the purchase order. If delivery is made to any other point, it shall be the responsibility of the vendor to promptly reship to the correct location. Failure to deliver procured goods on time may result in cancellation of an order or termination of a contract at the option of the State.
- B. Delivery Charges - All delivery charges should be to the account of the vendor whenever possible. If not, all delivery charges should be prepaid by vendor and added to the invoice.
- C. Notice of Rejection - The nature of any rejections of a shipment, based on apparent deficiencies disclosed by ordinary methods of inspection, will be given by the receiving agency to the vendor and carrier within a reasonable time after delivery of the item, with a copy of this notice to the General Services Enterprise - Purchasing. Notice of latent deficiencies which would make items unsatisfactory for the purpose intended may be given by the State of Iowa at any time after acceptance.

**Delivery and Acceptance-B**

- D. Disposition of Rejected item - The vendor must remove at the vendor's expense any item rejected by the State. If the vendor fails to remove that rejected item, the State may dispose of the item by offering the same for sale, deduct any accrued expense and remit the balance to the vendor.
- E. Testing After Delivery - Laboratory analysis of an item or other means of testing may be required after delivery. In such cases, vendors will be notified in writing that a special test is being made and that payment will be withheld until completion of the testing process.

**Title to Goods**

The vendor warrants that the goods purchased hereunder are free from all liens, claims or encumbrances.

**Indemnification**

To the extent that goods are not manufactured in accordance with the State's design, the vendor shall defend, indemnify and hold harmless the State of Iowa, the State's assignees, and other users of the goods from and against any claim of infringement of any Letter Patent, Trade Names, Trademark, Copyright or Trade Secrets by reason of sale or use of any articles purchased hereunder. The State shall promptly notify the vendor of any such claim.

**Nondiscrimination**

The vendor is subject to and must comply with all federal and state requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.

**Warranty**

The vendor expressly warrants that all goods supplied shall be merchantable in accordance with the Uniform Commercial Code, Section 2-314 and the Iowa Code, Section 554.2314.

**Taxes**



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The State of Iowa is exempt from the payment of Iowa sales tax, motor vehicle fuel tax and any other Iowa tax that may be applied to a specified commodity and/or service. Contractors performing construction activities are required to pay state sales tax on the cost of materials. The Iowa Department of Revenue exemption letter will be furnished to a vendor upon request.

**Hazardous Material**

All packaging, transportation, and handling of hazardous materials shall be in accordance with applicable federal and state regulations including, but not limited to, the Material Safety Data Sheet provision of O.S.H.A. Hazard Communication Standard 29CFR 1910.1200, and Iowa Administrative Code, Chapter 567.

**Public Records**

The laws of the State of Iowa require procurement records to be made public unless exempted by the Code of Iowa.

**Miscellaneous**

The terms and provisions of this contract shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this contract shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa. If however, jurisdiction is not proper in Polk County District Court, the action shall only be brought in the United States District Court for the Southern District of Iowa, Central Division, providing that jurisdiction is proper in that forum. This provision shall not be construed as waiving any immunity to suit or liability, which may be available to the State of Iowa.

If any provision of this contract is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

**Records Retention**

The vendor shall maintain books, records, and documents which sufficiently and properly document and calculate all charges billed to the State of Iowa throughout the term of this Agreement for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. The vendor shall at, no charge, permit the Auditor of the State of Iowa, or any authorized representative of the State (or where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government) to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records, or other records of the vendor relating to orders, invoices, or payments documentation or materials pertaining to this Agreement.

**Independent Contractor**

The vendor is an independent contractor performing services for the State of Iowa, and as such shall not hold itself out as an employee or agent of the State.

**Performance Monitoring**

For all service contracts, the requirements of Iowa Code sections 8.47 shall be incorporated into final terms and conditions of the contract.

**N60**

NET 60 DAYS

Issue Date: May 9, 2005



# REQUEST FOR SEALED BID # BD80500S347

This is Not an Order

To: Potential Bidder:

Please submit bid on **Imaging Clipping Surveys**. We assume a 5,400 response rate. There will be two processing phases for the project. The first processing phase is expected to begin in June with the receipt of 1,000 forms. The second phase is expected to begin in September with the receipt of 4,400 forms. Both phases will arrive in bulk shipments. Prices are to be FOB Des Moines, IA, all freight and handling costs included. See Exhibit Sample of booklet page attached. *Questions must be submitted prior to May 17, 2005. To receive updates to this bid, submit email address to [ashley.super@iowa.gov](mailto:ashley.super@iowa.gov)*

- A. Set-up of Scan Tool Application for one, 16-page booklet: \$ 2.250 per survey (one time)
- B. Set-up and QA of Scan Tools Program per phase: \$ 280 (September Only)
- C. Image Background Programming: \$ 270 per sheet (one time)
- D. Separation of Surveys for Scanning: \$ .03 per survey
- E. Scanning of Surveys: \$ .80 per survey
- F. Image Clipping: \$ .05 per page
- G. Key entry of any surveys that are non-scannable (Transcription): \$ 4.00 per survey
- H. Shredding surveys once project is complete: \$ No Charge per survey
- I. ASCII Data Distribution: \$ 50 per file
- J. One Time Project Management fee: \$ 990
- K. CD WITH PG 16 IMAGES \$ 100 per CD

Submit signed Federal W9 form with bid. Terms of Payment are Net 60 days. Bid shall be valid for 90 days. No part of your bid may be marked confidential. See Terms and Conditions attached. Submit any and all assumptions and options on a separate sheet.

YOUR SIGNATURE (required): Michael J Rettke Date: 5/25/05

Name (printed): MICHAEL RETTKE Phone #: 846-268-7013

Company Name: PEARSON NCS Fax #: 763-494-9116

Email Address: Michael.rettke@pearson.com FEIN # 41-0850527

Mailing Address: 15926 72<sup>ND</sup> PL N MAPLE GROVE MN 55311

**BID MUST BE RECEIVED IN A SEALED ENVELOPE NO LATER THAN 3:00 PM CT ON MAY 31, 2005.** Sealed Envelope must be marked with Bid # and Due Date.

Submit Written Questions and Bid only to:

Ashley Super, PAIII  
Iowa Department of Administrative Services, GSE  
Hoover State Office Bldg, Level A  
Des Moines, IA 50319  
Fax: 515-242-5974  
Ph: 515-281-7073  
Email: [ashley.super@iowa.gov](mailto:ashley.super@iowa.gov)







## ***A Proposal for***

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### **Iowa Workforce Development Image Clipping "Employer Benefit Survey" Survey # 346385-000062**

**May 18, 2005**

**Submitted to:**

Paula Nissen  
Iowa Workforce Development  
Community Workforce Research &  
Development  
430 E Grand Ave.  
Des Moines, IA 50309  
Phone: (515) 281-4896  
E-mail: paula.nissen@iwd.state.ia.us

**Bill to:**

Paula Nissen  
Iowa Workforce Development  
Community Workforce Research &  
Development  
430 E Grand Ave.  
Des Moines, IA 50309  
Phone: (515) 281-4896  
E-mail: paula.nissen@iwd.state.ia.us

**Submitted by:**

Mike Rettke  
National Account Manager  
Pearson NCS  
15926 72<sup>nd</sup> Place N  
Maple Grove, MN 55311  
Phone: (866) 268-7013  
Fax: (763) 494-9116  
E-mail: michael.rettke@pearson.com

Heidi Eilenberger  
Business Coordinator  
Columbia Processing Center  
3975 Continental Drive  
Columbia, PA 17512  
Phone: (800) 735-2566 ext. 1401  
Fax: (717) 684-1402  
E-mail: heidi.eilenberger@pearson.com

This document contains confidential information of Pearson NCS, Inc. In consideration of the receipt of this document, IOWA WORKFORCE DEVELOPMENT agrees not to reproduce or make information available in written, verbal or other manner to persons outside of IOWA WORKFORCE DEVELOPMENT who are not directly responsible for the evaluation of this document. The information contained in this document is based on the preliminary analysis of IOWA WORKFORCE DEVELOPMENT's requirements. Estimated costs may change based on a more in-depth analysis of the applications. Provision of services under this proposal and Scope of Services is governed by the terms and conditions of the attached Services Agreement.



## **Scope of Services**

### **Programming Development:**

Pearson NCS will create a ScanTools Plus Application program for processing the returned 16-page survey booklet. The form number is 258932-1.

The first processing phase is expected to begin in June, 2005; 1,000 forms are expected.

Pearson NCS will Set-up and QA the Existing ScanTools Program for the second phase which is expected to begin in September of 2005; 4,400 forms are expected.

The total expected return rate is 54%.

Pearson NCS will Image Background Program the final page of the survey to capture the written information on that page.

### **Data Collection:**

Pearson NCS is assuming that all surveys will arrive in two bulk shipments, one in June and one in September.

All surveys arriving in bulk for scanning should not contain staples, paper clips, or other attachments. All surveys must be facing the same direction and arrive in good condition for scanning. If surveys arrive in poor condition, the scanning time will increase and additional pricing may be submitted based on the type of additional services required.

It is Pearson NCS' experience that approximately 1%--3% of forms arriving for scanning will be damaged or otherwise unscannable.

In the event that any booklets arrive damaged, Pearson NCS will transcribe the unscannable survey booklets.

Before scanning, all survey booklets will be separated into scannable sheets.

Pearson NCS will scan approximately 5,400 survey booklets.

Pearson NCS will Image Clip Page 16 of all filled out pages. The assumed return rate will be 35% or 1,890 pages filled out.



### **Distribution:**

Pearson NCS will provide the scanned data in a fixed width ASCII format via E-mail.

Pearson NCS will scan page 16 of the survey as well. By Scanning this page the last variable on the line of data in the ASCII file will show the client the answer to the OMR question on page 16. Depending upon how the client would like their ASCII data to read, there are many variables (i.e., 1, A, etc.,) that can indicate how this question has been answered, for Iowa Workforce Development to send an E-mailed response or a physically addressed response.

Pearson NCS will provide Image Clip of Page 16 from an assumed 35% return or 1,890 pages on Compact Disc.

There is an individual charge for each data file generated during the course of a project. Raw data (ASCII) files cost \$50.00 each. Excel spreadsheets cost \$150.00 each. Compact Discs cost \$100 each. The final charge for data distribution will be determined by the amount and type of data files that the IOWA WORKFORCE DEVELOPMENT requests during the course of the project.

Once the project has met the approval of the client, Pearson NCS will bale 5,400 surveys. However Pearson NCS will not use the services of 'Shed-it' but rather the surveys will go to Pearson NCS' own baler. Should Iowa Workforce Development require secure document shredding and thus a requirement of "Certified Shredding", additional costs will be incurred. As it stands for the purpose of this bid, Pearson NCS will assume No Certified Shredding and thus will not charge for disposal.

### **Ongoing Projects**

For projects that involve multiple processing cycles, with downtime between each cycle, there will be a minimum fee of \$270.00 per processing cycle if the established line-item charges for the services performed during a cycle do not meet or exceed \$270.00 in and of themselves.

### **Postage and Freight:**

All postage/freight will be billed at actual costs. Any increases in postal rates by the U.S. Postal Service will be passed on at actual price.





## **Scope of Services**

### **Project Management:**

Pearson NCS will provide a Project Manager to manage the overall project. The Project Managers at Pearson NCS are responsible for the definition and implementation of all of our projects. Their main objective is to ensure that all services are delivered to the expected quality in the agreed upon time frame. The Project Manager is the main customer contact and the leader of the Pearson NCS internal project team. This project team has a representative from each of Pearson NCS's functional areas and works together to deliver the project specifications. The Project Manager is responsible for the timely and accurate supervision of the following: forms and materials printing, distribution, receiving, scanning, reporting and providing the data to the customer on a timely basis. The Project Manager acts and communicates proactively to resolve any issues and initiates the involvement of any additional resources.

If in the process of implementing the project the service requirements change, the Project Manager documents the changes, with corresponding fee adjustments, in a written Change of Scope. Project tasks that may require a Change of Scope include, but are not limited to, modified programming specifications, increased/decreased processing volumes, and form design modifications. The Change of Scope must be approved by the customer in writing before it is implemented.



## Pricing

Services	Quantity	Unit Price	Estimated Total Price
ScanTools Plus Programming	1- 16 page booklet	\$2,250.00	\$2,250.00
Set-up and QA of Existing ScanTools Program	1 set up	\$280.00	\$280.00
Image Background Programming for Page 16	1 page	\$270.00	\$270.00
Transcription of Unscannable Surveys	3% or 162 (estimated)	\$4.00 per survey booklet	\$648.00
Separation of Surveys into Scannable Sheets	5,400 survey booklets	\$0.03	\$162.00
Scanning of Surveys	5,400 survey booklets	\$0.80	\$4,320.00
Image Clip Page 16	1,890 pages	\$0.05 per page	\$94.50
Distribution of fixed width ASCII File	2	\$50.00 per file	\$100.00 (Final price will be determined by total number of data files submitted)
Distribution of Compact Disc With Image Clips	2	\$100.00 per file	\$200.00 (Final price will be determined by total number of data files submitted)
Project Management	1	\$990.00	\$990.00
<b>Estimated Total</b>			<b>\$9,314.50</b>
Postage will be billed at actual			

**Note:** Estimated Total listed above is subject to change. If the quantity changes, NCS PEARSON will adjust the price accordingly. The pricing will also change if the specifications are altered during and/or after the project. Final specifications are required prior to the start of the project.

## AMENDMENT

Pearson NCS, a business of NCS Pearson, Inc. ("Vendor"), and Iowa Workforce Development hereby agree to add the following terms to Terms and Conditions of Request for Sealed Bid #BD80500S347.

**Materials.** Except as otherwise specified, Vendor retains ownership of all materials intellectual property rights including but not limited to: all patents, trademarks, copyrights owned by Vendor and any technical information, software, know-how, ideas, methodologies, processes, and routines used in conjunction with programming scanning applications or user exits for Iowa Workforce Development utilizing Vendor's ScanTools® proprietary software, and any systems created or used by Vendor in the performance of services for Iowa Workforce Development ("Pre-existing Work"). Vendor hereby grants to Iowa Workforce Development a non-exclusive, perpetual, transferable, license to use the scanning application and/or user exits for Iowa Workforce Development's internal operations providing Iowa Workforce Development has the required license(s) of Vendor's ScanTools® software for the Microsoft® Windows® operating software to be used in connection with such scanning applications and/or user exits. Any management report deliverables or data files created by Vendor in the performance of services under this Agreement shall, upon delivery become Iowa Workforce Development's property.

**Limited Warranty.** Vendor represents and warrants that it will employ reasonable efforts to perform the service specified in this Agreement in a diligent and workmanlike manner. If any deliverable furnished to Iowa Workforce Development by Vendor contains any errors or inaccuracy caused by Vendor, Vendor will use its best efforts to correct such error or inaccuracy at no additional cost to Iowa Workforce Development, provided Iowa Workforce Development notifies Vendor within thirty days after such deliverable has been furnished by Vendor to Iowa Workforce Development. Vendor's sole obligation and Iowa Workforce Development's sole remedy shall be the making of such corrections by Vendor, which may include reasonable "work-around" solutions. If the printed scannable documents to be used in providing the services are acquired by Iowa Workforce Development from an entity other than Vendor, any warranties and fixed Scanning Service pricing which have been given with respect to the service will be void and of no effect.

**THIS WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

### AGREED TO:

NCS PEARSON, INC.

By \_\_\_\_\_  
(Authorized Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### AGREED TO:

IOWA WORKFORCE DEVELOPMENT

By: \_\_\_\_\_ *DAS GSE*  
(Authorized Signature)

Name: *Ashley Super*

Title: *PA III*

Date: *6/2/05*



Iowa Department of  
Administrative Services

General Services Enterprise

Thomas J. Vilsack, Governor  
Sally J. Pederson, Lt. Governor

Mollie K. Anderson, Director  
Patrick J. Deluhery, Chief Operating Officer

Tuesday, May 17, 2005

To: All Potential Bidders

RE: Bid BD80500S347 Image Clipping Surveys for IWD

Dear Prospective Bidder,

Below are answers to 15 questions timely received.

Q1: The references to Scan Tools: Does this refer to the software for the Pearson NCS scanner? Which model?

A: Do to compatibility issues we need to have them use Scan Tools software (Scantools Plus). Yes, we have a Pearson NCS scanner, model # Opscan 4xp.

Q2: Will it be acceptable to use a different scanner with different software?

A: No

Q3: Are the survey forms already designed / printed? If so can you please supply a copy? The sample enclosed with the RFB appears to be a page from a different survey. About how many image clipping areas are there on the survey?

A: Yes, see attached or call Paula at 515-281-4196 to have a copy sent to you. Only page 16 will need to be image clipped.

Q4: Are the survey forms for the first and second phases (June / September) different forms or are they identical?

A: Identical



- Q5: Approximately how many of the surveys in each phase will require key entry?
- A: None
- Q6: What format would be preferred or required for the ASCII data distribution? Can the file(s) be submitted electronically and/or on CD?
- A: Fixed width delimited file with key
- Q7: The pricing sheet indicates that the cost for Set-up of Scan Tool Application for one 16-page booklet is Per Survey. Shouldn't that be a one-time cost?
- A: Once the scanner is set for the booklet it should not have to be set up for each so, yes, it should be a one-time cost unless there is a second set-up that will need to be performed when the second batch arrives.
- Q8: May we have a copy of the entire 16 page booklet. We assume there are further survey questions beyond the sample seven submitted to us. Also the grids did not show up clearly on our sample page, which appear to be a faded yellow.
- A: See question # 3.
- Q9: Clarify QA of Scan Tools.
- A: Making sure that the form hasn't changed so that the scan ap is still appropriate (2nd scan).
- Q10: Image Background Programming? Is this the programming for the OCR/OMR response scanning process?
- A: No, just for the image clipping on page 16 of the survey.
- Q11: In addition to scanning the survey for responses, are the scanned images to be retained for Search and Retrieval purposes? If so, how will they be indexed for retrieval?
- A; Yes, they should be indexed by lithocode, so that it can be matched up to the booklet if necessary.
- Q12: Please clarify the term - Image Clipping.
- A: Making an "electronic photo copy" of the verbatim / comment section of the survey (page 16 of booklet).

Q13: Is ASCII Data Distribution the output format of the responses and survey control number?

A: Yes (fixed width delimited file with key).

Q14: Ref Section C. Image Background Programming - is this a part of the design phase to include certain images?

A: I believe the image programming is to set up for capability to image clip.

Q15: Ref Section F. Image Clipping - is this creating sections in the data being rendered?

A: The last page of the scannable booklet is for verbatims / comments. This page will be image clipped so that we can read the comments given.

Sincerely,

Ashley Super, PA III  
DAS GSE - Purchasing  
Ph: 515-281-7073  
Email: [ashley.super@iowa.gov](mailto:ashley.super@iowa.gov)

# Employer Benefit Survey



Community Workforce  
Research & Development  
430 East Grand Avenue  
Des Moines, Iowa 50309  
515-281-7307  
[www.iowaworkforce.org](http://www.iowaworkforce.org)

## SURVEY INSTRUCTIONS

- For accurate results, it is important that you fill out and return this survey even if you offer no benefits.
- Your response to this survey is crucial to ensure the results obtained are accurate and complete. All survey results will remain strictly confidential and will be presented in aggregate so that no individual response will be identifiable in any published format.
- Formal instructions are included in the cover letter that came with this survey. If your survey has no cover letter please visit <http://www.iowaworkforce.org/lmi/ebsfaq.pdf> for a listing of instructions and frequently asked questions.
- Please use #2 pencil to complete the survey.
- Fill in each bubble completely.
- If your organization does not have employees, respond by filling in appropriate bubble for question 3 and return survey using enclosed postage paid return envelope.
- If your organization does not offer a benefit package in addition to wage compensation, respond by filling in appropriate bubble for question 5 and return survey using enclosed postage paid return envelope.
- If your survey did not have return envelope, please mail to address listed in upper right-hand corner of survey.

## EMPLOYMENT

1. What is your organization's North American Industrial Classification System (NAICS) code.

NAICS Code					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

4. How many employees at this location are considered...(answer all that apply)?

Full-Time Employees	Part-Time Employees	Contract Temporary/Seasonal Employees
0 0 0 0	0 0 0 0	0 0 0 0
1 1 1 1	1 1 1 1	1 1 1 1
2 2 2 2	2 2 2 2	2 2 2 2
3 3 3 3	3 3 3 3	3 3 3 3
4 4 4 4	4 4 4 4	4 4 4 4
5 5 5 5	5 5 5 5	5 5 5 5
6 6 6 6	6 6 6 6	6 6 6 6
7 7 7 7	7 7 7 7	7 7 7 7
8 8 8 8	8 8 8 8	8 8 8 8
9 9 9 9	9 9 9 9	9 9 9 9

2. How many workers are currently employed at this location?

Employees
0 0 0 0
1 1 1 1
2 2 2 2
3 3 3 3
4 4 4 4
5 5 5 5
6 6 6 6
7 7 7 7
8 8 8 8
9 9 9 9

☐ 3. If zero employees, please mark here and return the survey form.

5. Does your organization offer a benefit package in addition to wage compensation to your employees?  
If "No", please return survey.

☐ Yes ☐ No

6. Are your benefits union negotiable?

☐ Yes ☐ No

7. How many hours worked per week do you consider Full-Time?

Hours
0 0
1 1
2 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9

## Page 16

**CONTACT INFORMATION** (only necessary to clarify responses to survey questions & provide completed results)

☐ Mark this oval if you would like the results postal mailed to the physical address listed above.

## SERIAL #

3/8" spine  
part